OTE 87-5221
2 December 1987

MEMORANDUM FOR: Deputy Director for Administration

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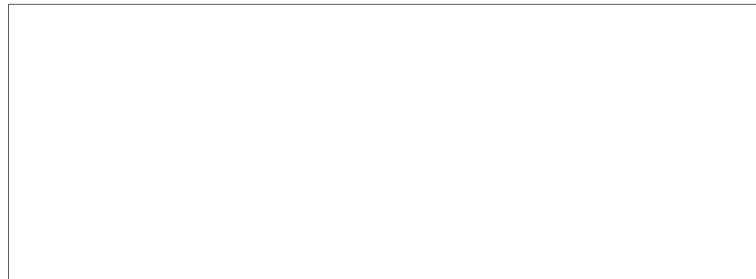
Director of Training and Education

SUBJECT: OTE Awards Ceremony - 18 December 1987

1. This will confirm our invitation to you and the Associate Deputy Director for Administration to attend the Office of Training and Education Awards Ceremony at 1400 on 18 December 1987 in the Chamber of Commerce Building.

2. We will begin with very brief comments from you (see attached) and then present the awards. We will be presenting promotions and awards to approximately 60 employees. As in the past, I will provide any narrative comments, and you will present the awards and and be photographed with the employees.

3. I will meet you at the ramp entrance to the garage (we have provided a pass to the garage to your driver) and escort you to the ceremony. The presentations should take no more than one-half hour.

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Attachment:
  As Stated

DDA TALKING POINTS

OTE AWARDS CEREMONY - 18 December 1987

-- Pleased to be with you today to honor several OTE employees for their contribution to training.

-- Always a pleasure to recognize our employees for their contribution to the Agency's mission.

-- Don't need to tell you folks that the demands for training have increased -- you know that from your statistics and your workload. I also hope you know that your customers appreciate your efforts.

-- Particularly nice to be have a cermeony like this during Holiday season.

-- Before I turn over to Stan to begin ceremony, want to again thank each of you for your contribution and to wish you Happy Holidays.

D/OTE

Introduces Mr. Donnelly and recognizes Mr. Mahoney.

Thanks Mr. Donnelly for remarks and begins presentations.

After last presentation, congratulates all awardees, thanks Mr. Donnelly again for coming, and wishes all Happy Holidays.

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Attachment:
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